

CONFIDENTIAL

Message

From: Skibinsky, Michelle [/O=LIBERTYMUTUAL/OU=HOMEOFFICE/CN=RECIPIENTS/CN=N0146546]
 Sent: 7/13/2016 9:40:37 PM
 To: Schnippel, Tressa [/O=LIBERTYMUTUAL/OU=HomeOffice/cn=Recipients/cn=N0180332]; Polk, Michael
 Subject: Probation
 Attachments: AIO2504F.PDF

Hi Tressa,
 Latoya signed & returned the probation document, enclosed.
 I also have a question. Her probation runs out on 7/26 which is a Tuesday. Karen Harvey and I were discussing her case & it does not make sense to terminate someone on a Tuesday. We usually do it on Fridays. Unless her performance significantly improves, which is unlikely given her lack of responsiveness to coaching/feedback, would it be possible to move forward with the termination on Friday, 7/22 at the end of the day?

Also when I meet with her next week, do you have any recommendations? I suppose business as usual? (It is a bit weird to provide coaching just to terminate someone a few days later).

Thank you.

Michelle Skibinsky, ARM | Claims Team Manager
 Liberty Mutual Insurance
 Commercial Insurance Claims
 Workers' Compensation - MidAtlantic Region
 7 Becker Farm Rd., Roseland, NJ 07068
 Direct Dial: 973.548.6917
 Tel: 800.900.4875 x 6321117 SDN: 8-632-1117
 Fax: 603.334.8391

Please let my manager know how I am doing: Kerryanne.Holliss@LibertyMutual.com

-----Original Message-----

From: RightFax E-mail Gateway [mailto:RightFaxE-mailGate@LibertyMutual.com]
 Sent: Wednesday, July 13, 2016 5:31 PM
 To: Skibinsky, Michelle <MICHELLE.SKIBINSKY@LibertyMutual.com>
 Subject: A fax has arrived from remote ID ''.

A fax has arrived from remote ID ''.

 7/13/2016 5:30:08 PM Transmission Record
 Received from remote ID:
 Inbound user ID N0146546, routing code 0
 Result: (0/352;0/0) Successful Send
 Page record: 1 - 3
 Elapsed time: 00:58 on channel 21

LIB_ESI_2400